

the mid-atlantic archivist

VOLUME 11, NUMBER 1

WINTER 1982

plan now for the party

Ideas

for MARAC's tenth anniversary celebration are coming into coordinators DON HARRISON and LAURA GROTZINGER faster than they can count them. The party will be poolside, Friday evening, May 21, at 8:30 p.m.

TRUDY PETERSON has suggested an "Old Time MARAC Radio Hour," featuring master of ceremonies TIM WALCH, (please don't throw him in the pool), a quartet of persons not willing to be named at this time, and other assorted renditions of MARAC (non) talent. In addition, there will be decorations, costumes, noise-makers, and a birthday cake. All rumors that MARAC Steering Committee Chair ARTHUR BRETON will jump out of the center of the birthday cake are completely and utterly unfounded. However, it has been confirmed that he may (if coaxed) do a Woodie Allen stand-up routine.

New Yorker LISA HOTTIN, Virginian JODI KOSTI, CYNTHIA REQUARDT from Maryland, and LINDA HENRY from DC, were, at last count, in frantic search of new talent. If you want to volunteer, or if you want to volunteer someone else, call Don Harrison (202) 724-1080 or any of the other talent scouts above.

Ocean City,

Maryland's large seashore resort, has a population of over 150,000 on summer weekends. It is primarily a hotel, motel, apartment-house, and condominium resort built on a three-mile section of the coastal barrier reef, at this point hardly a quarter-mile wide, that protects Worcester County from the ocean. Beginning in the late nineteenth century, the U.S. Coast and Geodetic Survey experimented here with jetties, building up a sand bar at the surfline that has made this beach one of the finest and safest on the Atlantic seaboard. A boardwalk stretches two miles along the beach; its southern end is lined with amusement places and refreshment stands. Sunning, swimming, and fishing are the chief attractions at Ocean City, but there is also a semipublic golf course nearby on the mainland, and small sailboats can be rented.

Before the 1870s, Ocean City was nothing but a tract of sand originally patented under the name "The Ladies Resort to the Ocean." A group of promoters laid out a ten-acre development on the site in 1872, but few people visited the area until another group built the Atlantic Hotel, which had over 400 rooms, in 1875. By 1878 the railroad had reached the shores of Sinepuxent Bay, and the completion of a railroad bridge in 1881 enabled summer visitors to travel directly into the town. Every hotel had its hacks, whose drivers corralled as many guests as possible at the railroad depot. By the 1930s, however, the highways had so undermined the business of the railroad that the destruction of the bridge in the great hurricane of 1933 caused no great hardship. U.S. 50 from Washington, D.C. to Ocean City, now dual highway, today enables residents of the Baltimore-Washington metropolitan area to reach the ocean in less than three hours.

Storm tides from the Atlantic have always posed a threat to Maryland's coastal beaches. The Maryland Gazette of October 18, 1749, tells of tides that reached two miles inland in Worcester County. The great tides of March 6, 7, and 8, 1962, which devastated the whole East Coast, did their greatest damage on the section of shore line from Rehoboth

..... continued on page 6

Sunpower



The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for \$5.00. Requests for back copies of maa (\$1.25 each copy) and membership applications should be addressed to: Diane Rosenwasser, MARAC Secretary, Lee Coombe Library, Memorial Sloan-Kettering, NY, NY 10021.

Items submitted for maa publication should be single-spaced, no paragraph indentation, in columns 4 and 1/2 inches wide, and double-spaced between paragraphs. Material should be typed preferably on an electric typewriter using a letter gothic font. Where this is impractical, improvise using pica font and a new ribbon. Send material to: Dr. Donald F. Harrison, Editor, the mid-atlantic archivist, National Archives (NRP) Washington, DC 20408. Phone: 202-724-1080

Editorial Staff

Editor	Don Harrison
Associate Editor	Bruce Ambacher
Circulation Editor	
Staff Editors	Mary Boccaccio
	Mary Wolfskill
Contributing Editors	Vicki Walch
	Mary Elizabeth Ruwell

ERRATA

The July 1981 maa cited the New Jersey Historical Commission as the source for information on legislation on the New Jersey library services. The correct sources are the New Jersey State Library, 185 W. State St., Trenton, NJ 08625; and the New Jersey Library Association, 116 W. State St., Trenton, NJ 08608

Next **maa** deadline

MARCH 19

ANNUAL FINANCIAL STATEMENT, Budget Year 1981 (1 October 1980 - 30 September 1981)

	1981	1980
INCOME		
Memberships (387 @ \$5)	1935.00	2560.00
Mucci Manual (23 @ \$3)	69.00	375.00
T-shirts	12.00	66.00
Savings Account Interest	304.38	60.10
Meetings		
Norfolk, VA		402.72
Albany, NY		438.99
DC		1255.48
Lancaster	367.97	
Pittsburgh	1010.63	
	\$3698.98	\$5158.29

DISBURSEMENTS		
*Steering Committee Expenses	734.05	578.23
Nominating Committee	168.00	203.89
Education Committee	275.77	0.00
Membership Directory	550.82	0.00
Newsletter		
Printing	831.84	440.27
Misc. editorial	28.64	33.35
Postage	194.24	248.75
Labels	157.63	121.51
State Caucuses	207.44	73.11
Miscellaneous Expenses		
T-shirts	943.00*	0.00
Incorporation	166.00**	0.00
Party	43.11	0.00
Meeting Speakers		
Lancaster	209.12	0.00
Pittsburgh	300.00	0.00
Bank Service Charge	11.78	5.60
Miscellaneous	24.25	203.48
	\$4845.69	\$1908.19

Excess of Disbursements over Expenses: \$1146.71

Notes:

* One-time, recoverable expense.

** One-time, non-recoverable expense.

+ Incl. travel

Respectfully submitted,

Peter J. Parker
Peter J. Parker, Treasurer.

FUTURE MARAC MEETINGS

1982	May 21-22	Ocean City, Maryland
1982	Oct 29-30	Philadelphia, Pennsylvania
1983	Spring	Rochester, New Jersey
1983	Fall	New Jersey
1984	Spring	West Virginia
1984	Fall	Open

PLAN AHEAD

HAVE YOU PAID YOUR 1982 DUES?

PROPOSED BUDGET - Budget Year 1982

Income Sources:		1981 Actual
Memberships (500 x \$5)	2500.00	1935.00
Savings Account Interest	250.00	304.38
Meetings	400.00	1378.60
Sales	112.50	81.00
	<u>\$3262.50</u>	<u>\$3698.98</u>
Expenditure Categories:		
Newsletter		
Printing (4 x \$225)	900.00	831.84
Labels (4 x 30)	120.00	157.63
Postage	160.00	194.24
Misc.	100.00	28.64
Committees		
Nominating	200.00	168.00
Steering Committee	800.00	734.05
Ad hoc	300.00	257.77
State Caucus returns	560.00	207.44
Membership renewal expenses	150.00	550.82*
Miscellaneous expenses	150.00	24.25
Bank service charges	20.00	11.78
	<u>\$3260.00</u>	<u>\$3166.46</u>

Note: Balances, 9/30/81
 * includes membership directory. Checking: \$1851.90
 Savings: \$5026.26

Respectfully submitted,

Peter J. Parker
 Peter J. Parker
 Treasurer

MINUTES OF THE STEERING COMMITTEE OCTOBER 22, 1981

Chairperson Arthur Breton called the meeting to order at 6:30 p.m. Present were Arthur Breton, Richard Cox, Susan Davis, Linda Henry, Lisa Hottin, Joanne Mattern, Ed Oetting, Peter Parker and Diane Rosenwasser.

Treasurer's Report: Peter presented the Annual Financial Statement for the year beginning 1 October 1980 ending 30 September 1981. Membership income for the year was lower than expected and expenditures exceed income by about \$26. The treasurer then presented the proposed budget for 1982 based on figures from the 1981 statement. Budget indicates that dues will have to be increased if MARAC becomes involved with the Georgia Archive. Arthur mentioned that the Ocean City, Md. meeting may need Steering Committee authorization to spend MARAC funds. Revision of the method of collecting dues will be discussed by the Treasurer, Secretary, and Chairperson.

Secretary's Report: Due to the untimely delivery of the maa containing information about the NY meeting, methods of sending the newsletter from DC will be investigated. Correction of the minutes of the last Steering Committee meeting: It is the decision of the Program Committee Chair to grant a free meal to non-MARAC member speakers invited to participate in a session at a MARAC meeting. Minutes of the Steering Committee meeting will be sent to Steering Committee members as soon as possible in addition to publishing them in the maa.

Old and New Business:

1. Philadelphia meeting: Program Committee has not yet been formed, but it will meet shortly. Prices at rooms at the Holiday Inn at 17th and Market Sts, are: \$42 single and \$48 double.

2. Ocean City, Md. meeting: Program is practically filled. Car-pooling will be discussed at State Caucus meetings. NY people could pick up DC and Md car-pools as they go south.

3. State Caucuses: The question of what they should be doing resulted in a lengthy discussion. After evaluating the purpose they served in the past and whether they need to serve that same function today, Arthur was asked to establish a sub-committee to investigate constitutional revisions. Peter will chair the committee with Linda and Ed two of its members. Funds for the committee's expenses will be provided.

4. Publication Committee: Dialogue will continue with Society of Georgia Archivists. However, as a result of the meeting at SAA in Berkeley, SGA appears to have doubts about including MARAC and NEA in the publication of Georgia Archive. Lines of communication will remain open, but the publications committee will look into other publishing alternatives. Richard will look into figures for an annual MARAC publication and present them at the Ocean City meeting. Arthur suggested having a 10th Anniversary publication or special edition of the maa commemorating MARAC's 10th birthday.

5. New York Caucus Proposal. Technical leaflet will be included in spring issues of the newsletter. Mechanism for reviewing articles will be editor, Greg Hunter, and two members of the editorial board. Topics include Social Welfare, Appraisal, Re-appraisal, Indexing Student Newspapers, Financial Records. The technical leaflet will be four pages of "nuts and bolts."

6. Ad-Hoc Committee: Peter reported for Cynthia Swank, chair of the Taskforce for Guidelines. The committee was selected and includes Barbara Hearn, Sr. Mary Ellen Gleason, Margret Jerrido, and Terry McNealy. Their final report will be presented at the Ocean City meeting. The Steering Committee agreed to give the Task Force \$150 for expenses.

7. Pennsylvania Abolition Society Scholarship: It was agreed that MARAC would administer this \$500 scholarship to the Modern Archives Institute sponsored by NARS and LC. The candidates should:

- be in the profession less than two years.
- be in an institution with Afro-American records.
- share the Afro-American heritage.

Peter and Susan will establish a committee to select a winner for the scholarship. Peter will serve as liaison between MARAC and the Society.

8. Ed Oetting will write resolutions to thank Bob Sink and Susan Davis for arranging and programming the New York meeting.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Diane Rosenwasser

Diane Rosenwasser, Secretary

**MARAC BUSINESS MEETING
OCTOBER 24, 1981**

The meeting was called to order by Chairperson Arthur Breton at 1:00 p.m. He made the following announcements:

1. Pennsylvania Abolition Society Scholarship to the Modern Archives Institute will be administered by MARAC. A committee is being formed to evaluate suitable candidates.
2. Program Committee are needed for the Philadelphia meeting. See Mary Elizabeth Ruwell, Program Chair.
3. The next MARAC meeting will be held in Ocean City, Maryland, May 21-22, 1982.
4. We are still in communication with the Society of Georgia Archivists about co-sponsoring the Georgia Archive. No decisions have been reached; no proposals have been formulated.
5. Reminder to pay MARAC dues. New membership year begins in October.
6. Evaluations of the New York meeting program can be turned in at the end of the meeting or sent to Susan Davis.

The following proposals were read and adopted unanimously:

1. Whereas: Everyone said a meeting couldn't be held in New York without each member taking out a personal loan,

And whereas: the Local Arrangements Committee had less than a year to take the measure of the "Big Apple" and succeed,

And whereas: Bob Sink strove mightily against construction delays, the Vista International, and the Maritime Arbitrators in securing the classiest rooms and facilities at the best price that MARAC will ever see short of returning to the dorms at Pittsburgh,

Therefore, let it be resolved: that the membership of the Mid-Atlantic Regional Archives Conference heartily thank and commend the Fall 1981 Local Arrangements Committee and its chair, Bob Sink, for providing MARAC with a meeting as good and as big as the Big Apple and the Empire State.

2. Whereas: Susan Davis and the Program Committee struggled against time, archival ennui, and acts of God and Man to develop a truly comprehensive and innovative conference program,

And whereas: Susan Davis put a great deal of time and effort into whipping the Program Committee into shape to insure that the great ideas and theories developed at the first meeting were given reality in the form of speakers who can speak and commentators who can comment,

And whereas: Everyone but Susan Davis seems to be given credit for the Program,

Therefore, let it be resolved that: the members of the Mid-Atlantic Regional Archives Conference heartily thank and commend the Fall 1981 Program Committee and its chair, Susan Davis, for a program that succeeded in its mission to educate, inform, and provoke.

3. Whereas: The National Archives and Records Service is charged with the care and preservation of the documentary evidence of the American heritage

and

Whereas: The National Archives and Records Service is a unique national resource serving the federal government, the general public and the research community

and

Whereas: the mission of the National Archives and Records Service ensures that its budget requirements differ sharply from those advocated by the General Services Administration

Be it resolved that the Mid-Atlantic Regional Archives Conference endorses Senate Bill 1421, which calls for the independence of the National Archives and Records Service from the General Services Administration.

Peter Parker presented the Treasurer's report which included reading the 1980-1981 Financial Statement and the 1981-1982 Budget. The State Caucuses have not been using their allocations for projects.

There was no new business. The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Diane Rosenwasser
Secretary

MODERN ARCHIVES INSTITUTE SCHOLARSHIP

MARAC takes pleasure in announcing the establishment of a \$500 scholarship to be awarded annually to a beginning archivist to help pay tuition and expenses for the Modern Archives Institute sponsored by the National Archives and the Library of Congress. The Abolition Society established the scholarship in the hope that it would help those caring for the records of Afro-American life and culture improve their professional abilities. The Society has stipulated that applicants should have a college degree and have been employed for less than two years in a professional capacity at an archival institution having significant holdings in Afro-Americana. They have asked that preference be given to candidates sharing that heritage. Applications will be reviewed by a special awards committee of MARAC, chaired by Wilda Logan, Howard University. Please forward resume and two letters of recommendation by March 1, 1982 to Wilda Logan, MARAC Special Award Committee, Moorland-Springarn Research Center, 500 Howard Place, NW, Washington, DC 20059

DC ARCHIVISTS CALENDAR

The DC Archivists will host the following meetings through June 1982. They are open to all MARAC members and other interested persons who live or work in the greater Washington, DC area.

- March 10, 1982 Columbia Historical Society: Tour
5:30 p.m. and Talk
Site: Columbia Historical Society
- April 22, 1982 DC Official Records Revisited
3:00 p.m. Site: Howard University
- May 27, 1982 Computer Applications for Records
3:00 p.m. Management (CARMA)
Site: National Academy of Sciences
- June 23, 1982 Society of the Cincinnati: Tour and
5:00 p.m. Talk
Site: Society of the Cincinnati

(NY) METROPOLITAN RELIGIOUS ARCHIVES
ROUNDTABLE

The New York area Metropolitan Religious Archives Roundtable met December 3, 1981, at the Salvation Army Archives and Research Center and the Territorial Headquarters. Tom Winstead, Salvation Army Archives, spoke on "Finding a Common Ground: Cooperation Among Religious Archives." Fr. Lawrence McDonnell, CSP, Paulist Fathers Archives, spoke on his current research on Fr. Walter Elliott CSP, one of the early members of the Paulist Fathers.

SWARTHMORE COLLEGE PEACE COLLECTION

The Swarthmore College Peace Collection recently celebrated its fiftieth anniversary. The collection is unmatched in the world in size, variety, or depth. Begun with Jane Addams' donation of her letters and personal papers, the Collection now includes 120 major collections (such as the records of SANE and the Women's International League for Peace and Freedom), 1500 smaller collections, 7500 books, 1500 peace periodicals, and 900 cubic feet of unprocessed material.

The collection includes manuscripts, books, posters, letters, records, audio and video tapes, films, photographs, and other archival materials. Its primary goal since its founding has been to document efforts to achieve the goal of peace. J. Richard Kyle is Curator.

Based on the Philadelphia
Inquirer, September 9, 1981

The Weathervane Shop of the Suffolk County Historical Society, 300 West Main Street, Riverhead, N. Y., has a supplementary book list covering architecture, arts, crafts, trades, cooking and genealogy available.

LAKE ONTARIO ARCHIVES CONFERENCE
ANNUAL MEETING

The annual meeting of the Lake Ontario Archives Conference (LOAC) will be June 18-19, 1982, at Trinity College on the campus of the University of Toronto, Toronto, Ontario, Canada. The meeting will be hosted by the Toronto Area Archivists Group (TAAG).

LOAC is an informal group of archivists, historians, librarians, and others from upstate New York and southern Canada who are interested in historical records. The organization has no dues, officers, or formal organizational structure. It meets once a year to discuss and hear presentations on a variety of topics relating to the management, preservation and use of historically valuable records.

For further information contact:

Bruce W. Dearstyne
State Archives
Room 9C49 Cultural Education Center
Albany, New York 12230
(518) 473-8037

Ms. Shonnie Finnegan
University Archivist
State University of New York
at Buffalo
420 Capen Hall
Buffalo, New York 14260
(716) 636-2916

Mr. R. Scott James
Archivist
City of Toronto
City Clerk's Department
City Hall
Toronto, Ontario, Canada M54 2N2
(416) 367-7042

HUMIDIFICATION CHAMBER

One method of creating a home made humidification chamber to bring back some humidity into brittle and dry documents so they can be used is fairly simple to accomplish.

It requires a plastic trash can with a tight fitting top and a plastic milk crate. Metal trash cans and wooden crates are not acceptable.

Put a pan of water in the bottom of the trash can. Put the milk crate in upside down. Put the items to be humidified on top of the milk crate. Put the top of the trash can on tightly. Let sit for 24 hours. This usually will bring enough humidity back into the documents so that they can be used carefully. People using this method should exercise caution being sure to remove the documents' after 24 hours and not let them sit over a weekend in the chamber.

Mary Boccaccio

continued from page 1.....

Beach, Delaware, to Chincoteague, Virginia. Much of the sand from Ocean City's beach was washed into the town, the boardwalk was destroyed, and many of the ocean front buildings were ruined. Yet the resort was ready for visitors by May 30, the traditional opening day, with rebuilt waterfront motels and apartments and a new boardwalk. The surf line now reaches almost to the boardwalk at high tide, but the jetties built at the turn of the century have enabled ocean currents to replace the long gentle sandy slope for which Ocean City is famous.

The great storm of 1933 was a blessing for Ocean City, despite the enormous damage it caused, because it opened up the inlet which had been silted up since 1819. Since then, boats have protected anchorages on the Sinepuxent Bay side of the town yet enjoy immediate access to the ocean through the inlet. Improvements financed with state and federal funds have made the opening in the inlet permanent, so Ocean City has become a major center for deep-sea fishing. Channel bass (drum) and large tuna are frequently taken, with white marlin being a prime attraction from June through September. A famous fishing fish, the marlin is sought for the sport of landing it rather than for eating, and most of those caught are tagged and returned to the water to fight another day. For marlin fishing, cruisers are equipped with tall, flexible outrigger poles fastened upright amidship; from the fisherman's rod the heavy line goes to the top of an outrigger for trolling outside the boat's wake. When a marlin strikes the bait - usually squid - with its long, sharp bill, the line is knocked from the outrigger. For an instant, the fish leaps into the air, then dives deep under the water running with the line. The angler uses both arms and nearly every muscle in his body to play the fish, which must be allowed to wear itself out before it is brought close enough to the boat to be hoisted aboard by its bill. Such battles last from twenty minutes to two hours or more. Any craft on which a fisherman has caught and landed a marlin flies a blue flag coming home, even though the fish itself may have been released. A white marlin tournament is sponsored by Ocean City early each September.

Less expensive, yet still exciting, fishing can be had from "head boats." These leave the docks each day during the summer months for the "wrecks," where porgy and sea bass are to be found. In addition surf fishermen catch flounder and rock, and the quiet Sinepuxent Bay provides excellent angling for whitefish for those who enjoy the relaxation of a rowboat or beach chair.

The U.S. Coast Guard Station here, established on August 4, 1790, is one of the oldest in the United States.

Reprinted by permission. Edward C. Papenfuse, Gregory A. Stiverson, Susan A. Collins, and Lois Green Carr, eds., Maryland: A Guide to the Old Line State (Baltimore: The Johns Hopkins University Press, 1976).

WATER DAMAGE TACTICS

Towards the end of August, I walked into my office one morning to find my assistant standing in water moving boxes. Some air conditioning repair men who were working on the floor above us had apparently neglected to wrap some pipes adequately before they began to work. The water had come through the ceiling and brought a six square foot area of it with it, metal and all. Fortunately for us, our materials had only been sitting in the water overnight. It was just as lucky that these were all processed materials and so we knew the contents of each box.

Our first efforts were to get the water up off the floor and to call Physical Plant to report the damage. Since our Library has a disaster plan and acquired the supplies we thought we would need, we had a water vacuum. Actually it is a small shop vacuum which will work both wet and dry depending on how you attach the hose.

After the water was up we borrowed library trucks and moved the wet boxes to a large open area with table space, sunlight and windows. We also moved some room size dehumidifiers into the area and turned them on along with the fans.

With some additional student and staff help we replaced the boxes and folders with new boxes and folders, writing titles in pencil as we went along. This procedure took just over one day or approximately nine hours. After the materials were re-folded and reboxed, we checked for wetness in each of the folder groupings. It had seemed as though the materials were not very wet even though the boxes had been sitting in water all night and this turned out to be the case. Out of approximately 150 boxes, perhaps 20 folders were damp. These we laid out for two days to dry and check for possible mold.

We also had a series of damp books which we set up on tables, fanned out to dry.

Truly we were fortunate because we didn't lose any materials and we didn't have any mold. We did lose the equivalent of six cartons of document cases (manuscript boxes) and the acid free file folders that they do not readily absorb water even when standing in it for short periods of time. I had thought this was an original discovery, but I heard from one or two other people at the SAA Conservation Workshop that they had had a similar experience. I would suggest a similar approach for people with contained, overnight flooding problems.

Mary Boccaccio

Have any old snapshots of MARAC meetings, members or situations? Send them to Don Harrison as soon as possible for the "memory lane poster," which will be prominently displayed at Ocean City.

Mid-Atlantic Regional Archives Conference

Delaware
District of Columbia
Maryland
New Jersey

New York
Pennsylvania
Virginia
West Virginia

mid-atlantic archivist

ARRANGEMENT AND DESCRIPTION WORKSHOP

The workshop will present a basic introduction to the arrangement and description of archives and manuscripts. James R. Glenn of the Smithsonian Anthropological Archives will run the workshop. His experience includes offering similar workshops for the Smithsonian Office of Museum Programs and teaching at Catholic University. The workshop will be limited to no more than 18 participants. The topics to be covered at the workshop include: basic principles, vocabulary, literature, levels of arrangement and description, and problems with private papers, historical documents, photographs, and other special documents. The workshop will involve exercises to demonstrate the basic principles of archival arrangement.

DATE: Friday May 21, 1982
TIME: 8:30 AM - 5:30 PM
PLACE: Sheraton-Fountaine Bleau Inn and Spa
10100 Coastal Highway, Ocean City, Maryland
COST: \$15.00

The cost of the workshop includes a copy of the Society of American Archivists manual on arrangement and description, hand-out material prepared for the workshop, coffee and doughnuts, and registration to MARAC Conference sessions. The workshop is being held in conjunction with MARAC's Spring meeting, and workshop participants are invited to attend the Saturday sessions.

Since the workshop begins early, it is recommended that the participants stay at the Sheraton-Fountaine Bleau Thursday evening at an additional cost of \$38.00 for a single or \$44.00 for a double. Lunch on Friday will also be extra. Hotel registration cards will be sent to those requesting them.

If you are interested in attending the workshop please return the form but no money by April 1, 1982 to: Cynthia H. Requardt, 202 Warren Avenue, Baltimore, Maryland 21230. In order to tailor the workshop to the needs of the participants, could you please briefly describe your archival experience.

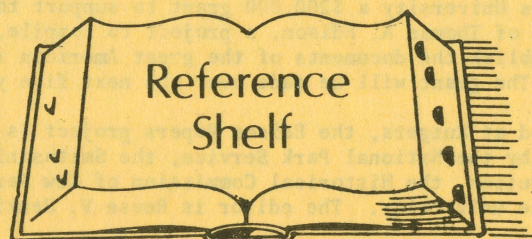
Name _____

Address _____ Phone _____

Archival experience _____

Do you need a hotel registration card? _____

Do you wish to attend MARAC sessions? _____



MIT PROCESSING MANUAL

The Institute Archives and Special Collections department of the Massachusetts Institute of Technology Libraries has just completed a Processing Manual (57 pages). The manual outlines procedures designed to handle contemporary archival and manuscript collections. It is available for \$5 from Institute Archives and Special Collections, Room 14N-118, MIT, Cambridge, Mass. 02139.

SMITHSONIAN INSTITUTION CONSERVATION INFORMATION PROGRAM

The Smithsonian Institution Conservation Information Program has slide-tape and video tape programs on paper:

- V-81 The Removal of Pressure Sensitive Tape from Flat Paper
- S-4 Cleaning of Prints, Drawings and Manuscripts: Dry Method
- S-5 Curatorial Examination of Paper Objects
- S-6 Hanging and Mounting Paper Objects

These programs are available on loan at the rate of \$20 for the video tape and \$17 for the slide-tape programs. For more information contact:

Conservation Information Program
Office of Museum Programs
Smithsonian Institution
2235 Arts and Industries Building
Washington, DC 20560

GUIDE TO MIT SPECIAL COLLECTIONS

The Institute Archives and Special Collections department of the Massachusetts Institute of Technology Libraries has issued a Selective Repository Guide (22 pages). The Archives is the repository for the manuscript and archival records of MIT, its faculty, alumni and staff. The collections reflect the strengths of the research and educational programs of contemporary science and technology, and its impact on society. The guide is available for \$2 from Institute Archives and Special Collections, Room 14N-118, MIT, Cambridge, Mass. 02139.

PROFITABLE WORKSHOPS

"If you know and enjoy your subject, and are ready to enthusiastically share your knowledge, you can organize and teach workshop classes," says Janet Ruhe-Schoen in Organizing and Operating Profitable Workshop Classes. The book covers all aspects of setting up workshop classes, including who you can teach, what you can teach, where you can teach, promoting your workshop, and keeping records. Available from Pilot Books, 347 Fifth Ave, New York, New York 10016, for \$2.50.

AN INTRODUCTION TO ARCHIVES AND MANUSCRIPTS.

David B. Gracy II. 36 pages. \$7.50.

This work concentrates on what archival work is, how it is done, and how it differs from librarianship. It also discusses the course of archival work including acquisition, appraisal, accessioning, arrangement, description, conservation, and reference.

Order from the Special Libraries Association, 235 Park Avenue South, New York, New York 10003

Directory of Historical Consultants, published by the National Coordinating Committee for the Promotion of History, this 97 page publication includes information on 30 firms and 73 individual consultants. Qualifications and consulting experience summaries accompany each entry. The directory is available for \$5 from:

National Coordinating Committee
for the Promotion of History
400 A Street, SE
Washington, DC 20003

Library Applications of Microcomputers, by Theodore C. Hines, Lois Winkel, Rosann W. Collins, and Francis A. Harvey, is a five page report of interest to librarians and archivists contemplating the use of microcomputers. Free copies are available from:

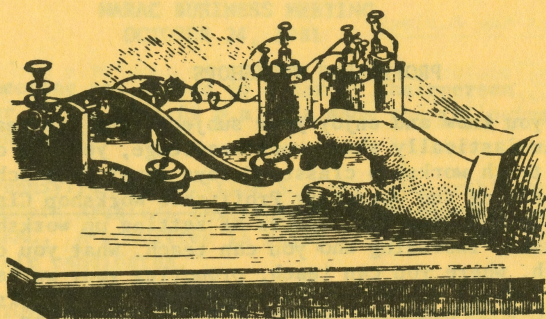
Library Science/Educational Technology Dept.
School of Education
University of North Carolina at Greensboro
Greensboro, North Carolina 27412

PRESERVATION OF LIBRARY MATERIALS, PROCEEDINGS OF A SEMINAR.

Joyce R. Russell, Editor. \$9.50.

This book will be welcomed by librarians, curators, and others interested in the deterioration of books, manuscripts, and other materials. The book contains an overview of bookmaking and maintenance, preservation techniques, and mass deacidification, lamination, and encapsulation of archival materials.

Order from the Special Libraries Association, 235 Park Avenue South, New York, New York 10003



The Latest News

NEW LEAGUE OF HISTORIC AMERICAN THEATRES HEADQUARTERS

The League of Historic American Theatres has moved its headquarters from the Goodspeed Opera House in East Haddam, Connecticut to the National Theatre in Washington, DC. Dedicated to preserving and using America's historic theatres, the League's members include theatre professionals, preservationists, and pre-1940 vintage theatre organizations. For information contact:

Andrea Rounds, Executive Secretary
League of Historic Theatres
National Theatre
1321 E Street, NW
Washington, DC 20004

PRESERVING FAMILY PHOTOGRAPHS

Preserving Family Photographs is a new organization designed to "assist the public in preserving family photographs through education, consumer advocacy, and research and development." PREFAP held its first meeting at the Detriot Historical Museum, May 21, 1981. For information contact:

Nancy Rosen, PREFAP Coordinator
1910 Torquay
Royal Oak, Michigan 48073

ARCHIVE OF FOLK CULTURE

In late September the Library of Congress changed the name of the Archive of Folk Song to the Archive of Folk Culture. The change is intended to reflect more accurately the field of concern of the archives. In addition to folk song, the archives has responsibility for materials on folk tales, games, dances, sermons, proverbs, and reminiscences.

The Isaac Meier house in Myerstown, Pa. is the site of a restoration in progress. The interior of the 18th Century kitchen is nearly completed and efforts are beginning inside the main house. The house is open by appointment and people interested can contact Mrs. Harold Mohm, RD 1, Myerstown, Pa., 17067 or call 717-866-2332.

The Alfred P. Sloan Foundation of New York has awarded Rutgers University a \$200,000 grant to support the Papers of Thomas A. Edison, a project to compile, edit and publish the documents of the great American inventor. The grant will be made over the next five years.

Located at Rutgers, the Edison Papers project is sponsored by the National Park Service, the Smithsonian Institution, the Historical Commission of New Jersey and the university. The editor is Reese V. Jenkins.

AASLH RECEIVES NHPRC GRANT

The American Association for State and Local History has received a grant from the National Historical Publications and Records Commission. The project will assemble an advisory committee of experts representing state and local government officials and the historical, archival, and records management professions to study the current status of archives and local government records management in the United States. For more information contact:

George Rollie Adams
AASLH
708 Berry Road
Nashville, Tennessee 37204

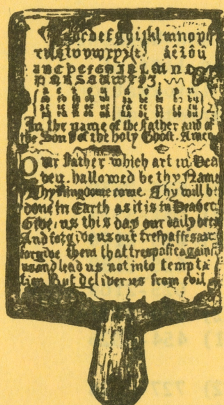
FREEZE DRY SALVAGE PROJECT RESTORES N.J. DOCUMENTS

The Trenton Post Office Annex has become the site of a freeze-drying project to restore 1200 cubic feet of state court records damaged by water during a fire in November 1980. Document Reprocessors of San Francisco has been hired to restore the documents with its freeze-dry process. Cooperating in the project are the New Jersey Judiciary and the State Library's Bureau of Archives and History.

At the time of the fire, Bureau Chief William Wright and Bureau Archivist Karl Niederer raced to the scene and worked with fire fighters to keep damage to records to a minimum. But fire fighting efforts soaked the documents. Under Niederer's directions, water-soaked documents were stored in plastic milk carriers donated by Johanna Farms and moved to nearby Fort Dix for freezing. The records are in a military deep-freeze and are being removed piecemeal. The Document Reprocessors firm is hard at work in the Post Office Annex freeze drying documents. Money for the rescue operation came from the governor's office.

LIBRARY JOURNAL
December 15, 1981

The Historical Society of Dauphin County wishes to preserve two existing buildings on their property, the former home of John Harris the founder of Harrisburg, and convert these buildings to functional facilities. The first is a stable and carriage house and the second a three-bay garage. Contact the Historical Society of Dauphin County, 219 South Front Street, Harrisburg, Pa. 17104.



CONFERENCES

WORKSHOPS

TRAINING

FOURTH GENEALOGY CONFERENCE

The Lancaster County (Pennsylvania) Mennonite Historical Society will sponsor its fourth annual genealogy conference, Saturday, March 27, 1982, at the Lancaster Mennonite High School. The meeting will include more than twenty workshop sessions on such varied topics as computers and genealogy, gravestone rubbing, oral traditions, and using census records.

For further information contact:

David J. Smucker
Lancaster Mennonite Historical Society
2215 Millstream Road
Lancaster, Pa. 17602

(717) 393-9745

CONSERVATION-PRESERVATION WORKSHOP

The New York State Archives and the School of Library and Information Science at SUNY-Albany will co-sponsor a workshop on Conservation and Preservation of Archival Materials on Friday, April 16, from 9:00 to 4:00 in the Cultural Education Center at Empire State Plaza, Albany, New York. Presentations will be given by the staff of the Northeast Conservation Center of Andover, Massachusetts. Included will be sessions on causes of deterioration, preventative measures, in-house conservation procedures, and steps to take in case of a disaster. Participants will have the opportunity to tour the New York State Archives. Cost of the workshop is \$20. For further information Contact:

Christine Ward
New York State Archives
Cultural Education Center
Empire State Plaza
Albany, New York 12230
(518) 474-5595

Going to the Source: An Introduction to Research in Archives, The National Archives' four-day course in the use of primary sources, will be given May 25-28, 1982, in the National Archives building, Washington, D.C.

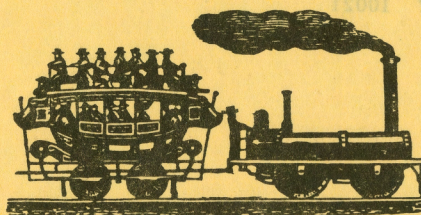
The lecture-workshop is designed to fit the needs of the general researcher, social scientist, historian, museum or exhibits curator, secondary school or university instructor, or research librarian. Sessions will deal with locating and gaining access to primary sources, with the printed aids available to researchers that describe records, and with the process of research in archives and manuscript depositories. Workshops will provide experience with documents, microfilm and finding aids. The schedule is arranged to provide at least one afternoon for independent research.

Enrollment is limited to 25 persons. The cost, including all materials is \$75. To register or for general information, write or call Elsie Freeman, Education Division, National Archives and Records Service, Washington, D.C. 20408, telephone (202) 523-3298.

Museums Collaborative, Inc. in conjunction with the faculty at the Columbia University Graduate School of Business and the J. L. Kellogg Graduate School of Management are offering a series Cultural Institutions Management Programs. Additional information should be requested from:

Continuing Professional Education Program
Museums Collaborative Inc.
15 Grammercy Park South
New York, New York 10003

People on the Move



MARAC Steering Committee Member-At-Large LISA M. HOTTIN has assumed new duties as Curator/Archivist of the American Irish Historical Society. Her new address is: 991 5th Avenue, New York, New York 10028, (212) 288-2263. From what she says she is starting from scratch and loving every minute of it.

DR. JOHN H. NESS, JR. will retire after 13 years of leadership as Archives and History Executive for United Methodism. Previously he was Archivist for the EUB Church and earlier was pastor and historian in our area. His successor will be DR. CHARLES YRIGOYEN now at Albright College, Reading, Pennsylvania.

JOB OPPORTUNITY

Manuscript and Archives Assistant at the Eleutherian Mills Historical Library. Experience in processing large, modern collections required. M.A. in history and reading knowledge of French preferred. Salary negotiable. Position open 1 June 1982. Send resume to Personnel Office Eleutherian Mills-Hagley Foundation, Box 3630, Wilmington, Delaware 19807 by 1 May 1982. AA/EOE

IF YOU DIDN'T PAY YOUR 1982 DUES,
YOU PROBABLY DIDN'T RECEIVE A
DUNNING LETTER, A BALLOT FOR THE
1982 ELECTION OR THIS NEWSLETTER.

Diane Rosenwasser
Secretary, MARAC
Lee Coombe Library
Memorial Sloan-Kettering
New York, NY 10021

INDEX

Birthday Celebration	1
Conferences, Workshops	9
DC Archivists Calendar	5
Humidification Chamber	5
Jobs	10
Lake Ontario Conference	5
Latest News	8
MARAC:	
1981 Financial Statement	2
Business Meeting	4
Steering Committee	3
Proposed Budget	3
Modern Archives Institute	4
NY Metro Religious Archives	5
Ocean City	1
People	9
Reference Shelf	7
Swarthmore Peace Collection	5
Water Damage Tactics	6

JOB REGISTERS

Are you looking for a job in the Maryland-Washington, D.C.-Virginia area? The following list of phone numbers will provide employment information or recordings of job vacancies in a variety of fields.

American University	(202) 686-2639
Gallaudet College	(202) 651-5514
Georgetown University	(202) 625-2178
	625-2139
	625-2169
Howard University	(202) 636-7711
University of Maryland	(301) 454-6326
D.C. Department of General Services	
	(202) 727-0128
Arlington County, VA	(703) 558-2167
Fairfax County, VA	(703) 691-2591
Montgomery County, MD	(301) 279-1262
Prince George's County, MD	(301) 952-3408
U.S. Department of Commerce	(202) 337-4285
U.S. Park Service	(202) 343-2154
U.S. Department of State	(202) 632-0580
U.S. Alcohol, Drug Abuse and Mental Health Administration	(301) 443-2282
National Naval Medical Center	(301) 295-1636
U.S. Small Business Administration	(202) 653-6567
U.S. Federal Job Information Cntr	(202) 737-9616

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